



FOR MORE INFORMATION CONTACT

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OCTOBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 CLASSROOM BOOKED	4 CLASSROOM BOOKED	5 CLASSROOM BOOKED	6 POWERPOINT 2010 INTRO/ADVANCED W/MINI OFFICE 2010 & WINDOWS 7 OVERVIEW	7 WINDOWS 7 & OFFICE 2010 OVERVIEW (PM SESSION)
10 -	11 WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)	12 CLASSROOM BOOKED	13 WORD INTRODUCTION	14 ACCESS INTRODUCTION
17 POWERPOINT INTRODUCTION	18 EXCEL 2010 INTRO/INTERMEDIATE W/MINI OFFICE 2010 & WINDOWS 7 OVERVIEW	19 WORD INTERMEDIATE	20 EXCEL ADVANCED	21 WORD ADVANCED
24 EXCEL INTERMEDIATE	25 POWERPOINT ADVANCED	26 ACCESS ADVANCED	27 OUTLOOK	28 WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)

NOVEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 WORD INTRODUCTION	2 POWERPOINT INTRODUCTION	3 EXCEL INTRODUCTION	4 CLASSROOM BOOKED
7 ACCESS INTRODUCTION	8 WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)	9 EXCEL ADVANCED	10 WORD INTERMEDIATE	11 WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)
14 EXCEL INTERMEDIATE	15 OUTLOOK	16 ACCESS ADVANCED	17 POWERPOINT INTRODUCTION	18
21 EXCEL ADVANCED	22 EXCEL INTRODUCTION	23 POWERPOINT ADVANCED	24 EXCEL ADVANCED	25 WINDOWS 7 & OFFICE 2010 OVERVIEW (1/2 DAY SESSION)
28 -	29 WORD ADVANCED	30 EXCEL INTERMEDIATE		